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HEADQUARTERS

11 May 1957

TO : All Personnel

FROM: Deputy Base Commander

SUBJ: Base Movement Plan

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1. PURPOSE: To provide general information and establish a standard operating procedure relative to the movement of flight test activities from [   ] to Edwards Air Force Base, California (North Base).

25X1

2. GENERAL SITUATION: For planning purposes, operational activities [   ] 25X1 [   ] will cease approximately 10 June 1957 for preparation of movement to be in place Edwards Air Force Base 23 June 1957.

3. MOVEMENT NOTIFICATION: To be furnished by Project Headquarters.

4. MOVEMENT PROCEDURE:

A. General: Each unit is responsible for packing, crating, marking and computing weight and cube of its own peculiar items which are to be shipped.

B. Packing and Crating: Cargo will be packed and crated to provide adequate protection of material in transit. Necessary action will be taken to assure that inflammable material or explosives are packed separately from the other materials and clearly marked to indicate contents. All equipment in which gasoline is customarily used or stored will be completely drained of combustible material prior to delivery to the loading area.

C. MARKING: Each unit will be responsible for marking its own cases or unboxed items. An identifying prefix letter will be assigned to each unit as follows:

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Each case or unboxed item, in addition to the unit prefix letter, will be marked in numerical sequence such as a-1, a-2, a-3. b-1, b-2, etc. Weight and cube will also be inserted on cases. Markings will be prominently displayed on two opposite side of the item. Such markings as "This Side Up", "Fragile", etc. will be used as required. Marking tape or shipping tags will be used in the marking of unboxed items.

5. RESPONSIBILITIES:

A. Contractors: 1. Insure that packing and crating requirements have been followed.

2. Insure that all cases and unboxed items have been physically weighed and properly marked prior to delivery to designated loading area.

3. A listing of each case marking with its respective weight and cube will be furnished Base Supply. The listing should also indicate which items cannot be moved by aircraft.

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fragile items, and where necessary, to accompany shipment and assist in off-loading at destination.

     5. Furnish necessary manpower to accomplish movement.

25X1   B. [   ] Provide and coordinate all necessary support relative to the movement, including assignment of manpower; parking of cargo aircraft, feeding and housing as required, and general supervision of the overall loading operations.

25X1   C. [   ] 1. Will establish a control center and assume responsibility for the direction, implementation, and administration of all phases of movement.

     2. Notify units of designated areas and time for accumulation of items to be moved.

     3. Determination of total weight and cube to be moved by air and/or surface.

     4. Arrange for surface movement.

     5. Determine order of movement.

     6. Conduct pre-movement inspection to assure that equipment is properly packed and marked.

     7. Manifest all shipments.

     8. Arrange for ground handling equipment and operators.

     9. Supervise loading of all movements.

     D. Detachment Commander Edwards A.F.B.: Provide and coordinate all necessary support relative to prompt unloading of movement aircraft and delivery of items to designated areas.

     E. Base Security Officer: Provide necessary security support for material and briefing of movement personnel as deemed necessary.

     6. CLASSIFIED DOCUMENTS: Many of the Safe Cabinets at the Base, due to ownership, cannot be move to EAFB. This will generate a large quantity of unsecured classified document. In order to resolve this situation, each unit, when advised by the Security Officer, will pack all classified documents in cartons which will be sealed and marked with appropriate unit title. Cartons will then be placed in a steel shipping container for movement under guard to Edwards Air Force Base.

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Deputy Base Commander